

SOLICITATION AND OFFER				1. [BLANK]				Page 1 of 24	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER CLK07000419		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 09/14/2007		6. REQUISITION/PURCHASE NUMBER	
7. ISSUED BY CL002 Clerk of the House H-154, Capitol Washington, DC 20515 TEL: () - ext. FAX: () - ext.				CODE CL002		8. ADDRESS OFFER TO (If other than item 7)			
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".									
SOLICITATION									
9. Sealed offers in original and <u>7</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>B-61 Cannon House Office Building</u> until <u>2:00 PM</u> local time <u>11/06/2007</u> (Hour) (Date)									
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.									
10. FOR INFORMATION CALL:		A. NAME V. Anne Tugbang		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 225-7000		C. E-MAIL ADDRESS			
11. TABLE OF CONTENTS									
(X)	SEC.	DESCRIPTION		PAGE(S)	(X)	SEC.	DESCRIPTION		PAGE(S)
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X	B	SUPPLIES OR SERVICES AND PRICES/COSTS		2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.				
X	C	DESCRIPTION/SPECS./WORK STATEMENT		4-5	X	J	LIST OF ATTACHMENTS		
X	D	PACKAGING AND MARKING		6	PART IV - REPRESENTATIONS AND INSTRUCTIONS				
	E	INSPECTION AND ACCEPTANCE			X	K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS		17-18
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X	G	CONTRACT ADMINISTRATION DATA		9-12	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS		19-23
X	H	SPECIAL CONTRACT REQUIREMENTS		13-14	X	M	EVALUATION FACTORS FOR AWARD		24
OFFER (Must be fully completed by offeror)									
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.									
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)				10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)		
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):				AMENDMENT NO.	DATE	AMENDMENT NO.	DATE		
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)				
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			17. SIGNATURE			18. OFFER DATE	
AWARD (To be completed by Government)									
19. ACCEPTED AS TO ITEMS NUMBERED			20. AMOUNT		21. ACCOUNTING AND APPROPRIATION				
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]					23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)			ITEM	
24. ADMINISTERED BY (If other than Item 7)			CODE	25. PAYMENT WILL BE MADE BY CODE					
26. NAME OF CONTRACTING OFFICER (Type or print)					27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)			28. AWARD DATE	
IMPORTANT - Award will be made on this Form or by other authorized official written notice.									

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0001	Installation and Implementation of the HRMS System		1.00	ea	\$ _____	\$ _____
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0002	First Year Annual Maintenance		1.00	ea	\$ _____	\$ _____
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SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF WORK

This statement of work describes the tasks, skill sets and deliverables required to support the purchase and implementation of a commercial off the shelf (COTS) product that maintains personnel and payroll information for the Office of the Clerk. This system shall be called the Human Resources Management System, or HRMS.

The U.S. House of Representatives (House) requires an HRMS that provides for the tracking of personnel information and an electronic timecard. This information shall be stored in a relational database and accessed from interface screens that display the appropriate information for each user. The specific requirements for each of these areas are identified in Appendix D.

The Office of the Clerk currently collects employee and timecard information on paper that is completed by Human Resource (HR) personnel and employees. HR personnel enter this information into a DOS based application that was developed in-house. This application cannot be enhanced to work in future operating system platforms that will be used by the Office of the Clerk. It also has limited capabilities and cannot be expanded to allow employees to enter and update their information.

The current HRMS needs to be replaced with a new system that can run on the current platform and allows access to HR personnel, Office Managers, and employees using a role based model that displays the appropriate information for each user. This system should provide automated time card capabilities and interfaces to review, modify, and enter information for approximately 300 employees.

This effort will include the delivery of an automated HRMS that allows the data entry and storage of payroll and employee information for all employees of the Office of the Clerk. The system must allow the data entry of hours worked for each employee to take place from the various offices within the Office of the Clerk's organization. In addition, the system must provide pre-defined reports as well as provide the capability to produce user defined Ad Hoc reports. The Contractor must provide customization to the application, if necessary, to meet all the mandatory requirements as outlined in the requirements document. All requirements are outlined in the requirements document in Appendix D.

Description of Tasks/Work:

The Office of the Clerk requires Contractor program and technical services encompassing the implementation of an automated HRMS.

Installation and Implementation of the System.

Upon contract award, the Office of the Clerk will review the implementation plan that was prepared as part of the proposal, and either approve the plan or recommend changes. If the Office of the Clerk recommends changes, the Office of the Clerk and the Contractor will work together until a final Implementation Plan meets the needs of the Office of the Clerk. Once the final Implementation Plan is agreed to, and upon written notification from the Office of the Clerk, the Contractor will proceed with the installation and implementation of the system.

Requirements: See Appendix D

Deliverable: Fully functional HRMS that meets all mandatory requirements in Appendix D.

Significant Milestones and Deliverables:

In fulfillment of this Statement of Work, the Contractor shall provide a schedule with specific milestones by which the work will be accomplished and deliverables delivered. (See Section L)

The Contractor shall provide Bi-Monthly Status Reports acceptable in context and format to the Contracting Officer's Representative (COR). The reports shall be submitted by the 1st and 15 th of each month.

Contractor will be required to provide a representative(s) to attend monthly meetings held by the COR to discuss performance measures and other topics of importance. Meetings will be scheduled as much in advance as practicable.

All deliverables will be completed in accordance with the House and Contracting Officer approved Acquisition Schedule.

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In addition to the deliverables identified for each task above, the Contractor shall prepare the following contract deliverables:

Monthly Status Report. The Contractor shall submit a monthly status report summarizing work accomplished. The report shall be delivered within 10 working days of the close of every month. The report shall be organized by Task and shall describe the status of each major effort within each task. The Contractor shall include a description of major activities expected to be completed in the next month. The Contractor shall identify any issues or concerns on contract executions with recommended corrective actions. The Contractor shall include a table indicating invoices submitted with date submitted, amount and date paid. Within 15 days after contract award the Contractor shall include a draft monthly status report for review and approval by the COR.

Status Briefings. The Contractor shall prepare routine and ad-hoc formal status briefings on the efforts being conducted. These briefings will be attended by the COR and other Clerk and House personnel as needed.

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SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the Contractor.

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SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance shall extend from **January 2008** through contract completion.

F.2 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the Contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.3 HC.6.007 SUSPENSION AND DEBARMENT MAY 2001

a. Suspension of a Contractor temporarily disqualifies that Contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.

(1) When the Contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the Contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the Contractor. Any such irregularities shall be described in terms sufficient to place the Contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within 30 days after receipt of the notice of suspension, the Contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a Contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

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(2) A notice of proposed debarment shall be issued by the contracting officer advising the Contractor and any specifically named affiliates, by certified mail, return receipt requested:

(a) That debarment is being considered;

(b) Of the reasons for the proposed debarment in terms sufficient to put the Contractor on notice of the conduct or transaction(s) upon which it is based;

(c) Of the cause(s) relied upon for proposing debarment;

(d) Within 30 days after receipt of the notice, the Contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(e) Of the effect of the issuance of the notice of proposed debarment; and

(f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the Contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

(a) Referring to the notice of proposed debarment;

(b) Specifying the reasons for debarment;

(c) Stating the period of debarment, including effective dates; and

(d) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the Contractor are justified.

d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the Contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

F.4 HC.6.008 LIQUIDATED DAMAGES

MAY 2001

If the Contractor fails to perform the services specified in this contract, or any extension, the House may terminate this contract under the Termination clause of the contract. The contractor shall be liable for fixed, agreed and liquidated damages as provided in Section F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The Contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the Contractor.

F.5 HC.6.009 PAYMENT FOR NON-PERFORMANCE

SEPTEMBER 2001

In the event that the Contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the Contractor, the House may charge 1% of the total contract cost per day and may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the Contractor.

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SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.002 MODIFICATIONS

FEBRUARY 2005

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.2 HC.7.003 INVOICES

FEBRUARY 2005

a. The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by electronic funds transfer (EFT). EFT is an improved, convenient, and secure method of payment. To enable the U.S. House of Representatives to send payments electronically to your financial institution, you must first complete an EFT enrollment form to provide your signature and certain information regarding your financial institution. Please visit the U.S. House of Representatives' Office of Finance and Procurement website at www.house.gov/finance for appropriate forms or call the EFT Help Line at 202-226-2277.

b. A proper invoice shall minimally include:

Contractor Name, Address, and Phone Number

Name of Contractor Point of Contact

House Contract Number

Task/Delivery Order Number (as appropriate)

Invoice Number

Invoice Date

Invoice Page Number (each page of an Invoice shall minimally also contain the contractor Firm name, the invoice number, and the invoice date)

c. And, for each deliverable included on the invoice:

Contract Line Item Number (CLIN)

Period of Performance

Brief Description of Item

Quantity Delivered

Unit Price

Extended Price

Total Price of all deliverables contained on Invoice

Payment Terms, if appropriate (Example: 2% 10 - Net 30)

d. The House does not pay federal, state or local taxes unless mandated by law.

e. All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.3 HC.7.004 INVOICE FOLLOW-UPS

MAY 2001

All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.4 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES

FEBRUARY 2005

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a. Contracting Officer (CO):

Lorraine C. Miller
Clerk of the House
H-154, The Capitol
U.S. House of Representatives
Washington, DC 20515

Telephone: (202) 225-7000
Fax: (202) 225-1716

1. Except as specified in paragraph (3) herein, no order, statement or conduct of House personnel who visit the Contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change (in scope, terms, conditions, requirements, pricing, and/or delivery schedules) under this contract.

2. The Contractor shall not comply with any order, direction or request of House Personnel which would constitute a change under this contract, unless issued in writing and signed by the CO, or made pursuant to specific authority otherwise included in this contract.

3. The CO is the only person authorized to approve changes under this contract and, notwithstanding provisions contained elsewhere in the contract, said authority remains solely with the CO. In the event the Contractor effects any change at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof. The CO may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative (COR):

Name: Bob Maddox
2401 Rayburn House Office Building
U.S. House of Representatives
Washington, DC 20515

Telephone: (202) 225-1182
Bob.Maddox@mail.house.gov

1. The COR, appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing, and/or delivery schedules of the contract or direct the Contractor to perform services outside of the scope of the contract.

2. Additional responsibilities of the COR are as follows:

- Monitor and evaluate contract performance, including preparing Vendor Performance Evaluations.
- Review, approve, and process Contractor invoices.
- Submit periodic report(s) to the Contract Administrator (CA).
- Provide the CA with notification of intent to exercise options or renewals 90 days prior to expiration date.

c. Contract Administrator:

Name: V'Anne Tugbang
Title: Special Assistant to the Clerk
Address: H-154, The Capitol
U.S. House of Representatives
Washington, D.C. 20515

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Phone: (202) 225-7000
Fax: (202) 225-5888
E - mail: V.Anne.Tugbang@mail.house.gov

The contract administrator prepares all modifications to the contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or Contractor on behalf of the CO.

G.5 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE FEBRUARY 2005

a. The Contractor shall identify the authorized contractor representative (ACR), and provide the information listed below:

Name:
Title:
Address:

Phone:
Fax:
E-mail:

b. The ACR shall provide periodic status reports to the COR pursuant to clause G.10 (HC.7.005) of this contract. All status reports, schedules, and invoices must be approved by the COR in accordance with the terms and conditions of the contract.

c. The ACR shall furnish notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within two business days after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the Contractor proposes to mitigate the delay. This notification does not relieve the Contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

G.6 HC.7.009 KEY PERSONNEL FEBRUARY 2005

a. The Contractor shall assign key personnel by name and title. The Contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract. At a minimum, the Contractor shall designate a program manager as key personnel.

b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.

c. Except as provided herein, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The Contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from Contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the Contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

G.7 HC.7.010 POST AWARD CONFERENCE FEBRUARY 2005

A post award conference will be held with the Contractor to review contract administration issues, unless the House and the Contractor determine that such a conference is not necessary.

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G.8 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE FEBRUARY 2005

- a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.
- b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.
- c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.9 HC.7.025 RELEASE OF CLAIMS FEBRUARY 2005

After completion of work, and prior to final payment, the Contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

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SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.002 IDENTIFICATION BADGES

FEBRUARY 2006

New Contractor employees shall obtain a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a Contractor employee unless the Capitol Police forms for a background check are submitted in accordance with Clause HC-003 of this contract.

The Contractor shall ensure that the employee surrenders the House identification/access card upon termination of employment or performance is no longer required under this contract. House identification/access cards shall be surrendered to the COR and reconciled within two business days following an employee termination or service release under this contract. A penalty in the form of damages shall be levied for failure to return House identification/access cards in the amount of \$100 a month for each House identification/access card that is not returned to the COR within two business days following an employees termination or employee service no longer required under this contract. The damage amount will be prorated in the month of termination or release from service to the date the House identification/access card was to be returned to the COR and reconciled.

Final payment will not be made under this contract until all House identification/access cards that were issued under this contract have been returned, and a release provided to the Contractor signed by the COR. If the contract is a concessionaire type contract, Contractor equipment and supplies shall not be removed from House property until all House identification/access cards have been returned and a release provided to the Contractor signed by the COR.

H.2 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

FEBRUARY 2006

a. The U.S. Capitol Police will screen all Contractor employees working on this contract who have access to House facilities or information in the performance of Contract work. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the Contractor will have working in any capacity on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.

b. The employee shall be fingerprinted by the Capitol Police prior to working on the contract and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the CAO Human Resources, Director of Administration who will notify the COR and CO. The COR will then direct the Contractor to immediately remove that employee from any work under this contract.

c. All Contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police, at a minimum of every three years. However, further background checks may be conducted at any time as is warranted.

H.3 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS

MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.4 HC.8.006 NEWS RELEASES

MAY 2001

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No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.5 HC.8.007 AFFIRMATION OF NON-DISCLOSURE

AUGUST 2003

Due to the sensitive and confidential nature of information that the Contractor may come in contact with during the performance of work at the House, the contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" (Section J) prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House.

H.6 HC.8.010 DATA OWNERSHIP/TRANSFER/ACCESS

JUNE 2001

The House and Contractor agree that all data procured under this contract and data transferred by the House to the Contractor shall remain the exclusive property of and in the exclusive control of the House. Parties further agree that access to or release of such information shall be governed by the laws applicable to the House. The Contractor agrees to notify the House immediately if anyone requests any access to House information and further agrees not to provide access to or release any information without prior written approval by the House contracting officer. This includes Freedom of Information Act (FOIA) requests.

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SECTION I -- CONTRACT CLAUSES

I.1 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

- a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the Contractor's facilities, or in any other manner communicate with Contractor personnel during the performance of this contract, shall constitute a change under this contract.
- b. The Contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.
- c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the Contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.2 HC.9.002 OBSERVANCE OF LAWS MAY 2001

- a. In connection with the performance of work under this contract, the Contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.
- b. The Contractor shall comply with all applicable laws of the United States with respect to the conduct of its employees and operations.

I.3 HC.9.003 DISPUTES MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the Contractor. Within thirty (30) calendar days from the receipt of such copy, the Contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The Contractor may appeal the CO's decision to the Committee on House Administration only for violations by the CO for failure in following procedural guidelines within 30 calendar days of the CO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.4 HC.9.004 AVAILABILITY OF FUNDS MAY 2001

The House's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the House for any payment may arise until funds are made available to the contracting officer for this contract.

I.5 HC.9.006 RELEASE OF CLAIMS MAY 2001

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

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I.6 HC.9.007 ORDER OF PRECEDENCE

MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.7 HC.9.015 HOUSE RULES

MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

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SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS

JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The Offeror certifies by submission of this proposal and resultant contract that the Offeror has not publicly or privately colluded with any other Offeror to fix prices or conditions of this contract.

K.2 HC.11.002 FINANCIAL INFORMATION

JULY 2001

The Offeror shall furnish company financial data for the last five (5) years at a minimum. To comply with this requirement, the Offeror shall furnish copies of financial statements or Annual Reports published. Publicly held companies must also provide copies of Securities and Exchange Commission 10-K Reports and Proxy Statements filed.

K.3 HC.11.004 COMPANY BACKGROUND

JULY 2001

All Offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Organizational diagram and biographies for corporate officers.
- c. Detailed business history.
- d. Mission statement to include the scope of quality service, customer care and philosophy in dealing with the House as a potential client.
- e. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- f. Equal opportunity policy and compliance with House standards.
- g. Current staffing document.
- h. Disclose any lawsuits in which the Company is a named defendant within the last five (5) years and status of each such case.
- i. Key point of contact (POC) list and telephone number.

K.4 HC.11.006 QUALITY INFORMATION

JULY 2001

Quality Policy

- b. Total quality management process, if any

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- c. Quality reporting to client
- d. Customer satisfaction guarantees and assurances

K.5 HC.11.007 ELIGIBILITY FOR AWARD

JULY 2001

The Offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the Offeror within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.6 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL

JULY 2001

In the event the Offeror receives award of this contract, the award shall be based on the prices set forth in the Offeror's proposal provided that the House makes the award of the contract within 90 calendar days after receipt of the offer.

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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.002 CONTENT OF PROPOSALS

OCTOBER 2001

The Offeror shall provide one (1) electronic version in MS Word format of their proposal in response to this RFP by **November 6, 2007**, no later than 2:00 PM EST.

Question and Answer Schedule. The Offeror may submit questions in writing via email to the Contracts Administrator at V.Anne.Tugbang@mail.house.gov no later than 12:00 PM **October 9, 2007**. Responses to all inquiries will be answered via email no later than close of business **October 12, 2007**.

Demonstration. The Offeror will be required to provide a detailed demonstration of their product and services as stated below and in Appendix D

Part 1 - Requirements clarification.

Part 2 - Demonstration of the application, discussion of required customizations, maintenance, available training, and implementation.

Part 1: Requirements Clarification.

The Offeror will review all of the mandatory requirements as specified in the requirements document attached as Appendix A to ensure all requirements can be met by the application. If customization to the application is required to meet any of the mandatory requirements, the Contractor must determine what level of effort would be required to modify the application to meet the requirement. Any cost associated with customization of the application to meet the mandatory requirements must be included in the original proposed pricing (Section A). The Contractor must specify to the Office of the Clerk any technical assistance needed to provide the demonstration. The Office of the Clerk will work with the Contractor to provide such technical assistance to ensure the necessary environment will be available for the demonstration.

Part 2: Demonstration of the Application and a Discussion about Customizations, Maintenance, Training, and Implementation.

The Offeror will provide a live demonstration of the application at the Office of the Clerk premises. Office of the Clerk personnel will attend and evaluate the demonstration. The demonstration must include all of the mandatory requirements specified in the requirements document (Appendix D) that the application is capable of meeting without modification. Any mandatory requirements that cannot be demonstrated must be identified at the time of demonstration. The Offeror must ensure the application is capable of meeting all remaining requirements after customization. The Offeror must be prepared to discuss a detailed maintenance agreement plan and what training will be required for House personnel to implement and sustain the system. In addition, the Offeror must be prepared to answer questions about their implementation plan and timetable.

The actual detailed Implementation Plan, as well as, documentation of the Maintenance Plan and Training Documentation will be provided in Section B of your proposal.

Demonstration of the application:

The House will consider the application successful only if:

- (1) All mandatory requirements the system is capable of meeting without customization are demonstrated - each requirement on Appendix D must be addressed.
- (2) The solution is guaranteed to run on Office of the Clerk infrastructure.
- (3) All printing requirements are met.
- (4) The demonstration runs error free.

The following documentation is to be provided in Section B of your quotation. Pricing is to be included in Section A only.

Maintenance Agreement documentation:

The Offeror will provide written documentation of a maintenance agreement for the system. The maintenance agreement will describe in detail the support that will be included in a maintenance agreement to include:

Service call tracking and response time.

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Enhancement request tracking and response time. This should include how enhancements are delivered and if support is required to install them.

How system upgrades are delivered and if support is required to install them.

Training documentation:

The Offeror will provide documentation on training courses that are necessary and available for implementation of the system that include:

Course outlines.

User roles and skill levels required for each course.

The location, duration, and cost for each course.

Implementation Plan:

The Offeror will prepare an Implementation Plan for the HRMS. The plan will address hardware, software, and the associated procedures and timelines necessary to complete the implementation.

The following schedule applies to submission of quotes and the product demonstration for this RFP:

Clarification Questions Due*	October 9, 2007
House Response to Questions	October 12, 2007
Demonstration of Application **	October 31st and November 1st (Scheduled appointment)
Proposal Due Date	November 6, 2007

Estimated Contract Award Date **December 2007**

*Questions must be submitted in writing to the Contract Administrator listed in Section G.6 of this RFP, by e-mail, by 12:00 (noon) PM EDT

** Each Offeror must notify the Contract Administrator listed in Section G of this RFP if they wish to schedule a demonstration. Each Offeror will demonstrate their product at the pre-determined appointment time on **October 31st and November 1st 2007**. Each Offeror will be allocated a maximum of two (2) hours to demonstrate their product and answer House questions. Each Offeror may arrive no earlier than one hour before the appointment time to move and setup their equipment. The actual demonstrations will be conducted in the Cannon House Office Building, Room B-106.

Organization of Quotation:

Offeror's responding to this RFP shall be evaluated on and therefore shall provide the following along with its GSA Schedule or other government-contracting vehicle (if applicable). The Offeror's Proposal shall include, and be divided into sections as follows:

- * Section A - Cost
- * Section B - Proposed Approach to the Statement of Work Requirements
- * Section C - Corporate Capabilities and Past Performance

A. Section A - Cost

The Offeror's proposal shall be a Firm Fixed Price proposal for the product described in section 4 (Description of Work/Tasks). The Office of the Clerk intends to award a Fixed Price contract for this effort.

B. Section B - Proposed Approach to the Statement of Work Requirements

The Offeror shall describe the technical approach that will be used to execute the work described in Section 4. The approach shall include:

- * Method for performing the tasks contained in the statement of work
- * Method for providing access to deliverables for review and approval
- * Process for assuring the quality of deliverable products

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The Offeror shall include a project management approach to track the delivery of products and services related to this contract and to work with the Office of the Clerk staff. This includes:

- * To ensure proper planning for work breakdown and schedules.
- * To establish realistic budgets that reflects actual progress for each task.
- * To report performance of work on an accurate and objective basis and to identify any problems or issues as early as possible.
- * Working relationship with the Office of the Clerk staff.

As part of the package submitted in response to this RFP, please submit resumes of the personnel designated as "key" as described in G.6.

Each Offeror must indicate in its proposal which tasks/work will be performed by its staff, which tasks/work will be performed jointly by Office of the Clerk staff and Contractor staff, and which tasks/work will be left to the Office of the Clerk staff.

C. Corporate Capabilities and Past Experience

This section shall contain the Offeror's corporate capabilities and past experience (in performing similar services). The Offeror shall provide a general description of the company and its structure, including overall corporate capabilities and product offerings. The Offeror shall provide applicable corporate and/or Federal government support experience performing similar services. Project descriptions shall be no more than 3 pages in length, and shall include:

- * Name and Address of Agency
- * Contact name, title and current phone number
- * Period of performance
- * Description of Project including list of deliverables
- * Key personnel involved
- * Number of System Active Users
- * Dun & Bradstreet Number for the purposes of performance and credit history validation

Each proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:

- (1) "Section A of RFP." The Offeror shall insert Section A of this solicitation with all required/applicable blocks completed.
- (2) "Section B Price Schedules." Offeror shall complete Section B and provide a proposed price which will address all requirements as well as others the Offeror may wish to offer
- (3) "Section G Contract Administration". Offeror shall complete the required sections of Section G.
- (4) Section K - Representations, Certifications, And Statements of Offerors." Offeror shall complete the required clauses of Section K.
- (5) Technical Proposal - product sample and specifications must comply with Section C.
- (6) Provide pertinent experience and qualification in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers.
- (7) Offeror shall provide references for three current or recent (within three years) customers and three past customer, preferably in the public sector. List the agency name and address, name and title of the client contact, telephone number, opening date, building population (clients served), description of contract deliverables, pick-up and delivery sites, annual dollar value, performance periods, and type of contractual arrangements; e.g., percentage of sales, fixed price, management fee or other.

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Offerors shall submit 7 copies, one (1) original copy, and one electronic version in MS Word format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. The original shall be so marked, and the copies shall be numbered. Proposal packages shall be sealed in a suitable container, and all containers shall clearly identify firm name and address and Solicitation Number. Proposals shall be submitted to the address shown on Section A. Facsimile proposals will **NOT** be accepted.

L.3 HC.12.004 DELIVERY OF PROPOSALS - HAND DELIVERIES JULY 2001

Proposals hand carried will be delivered to the office of the CO (sealed offers only). Hand carried offers must be delivered and contact must be made with the above office by the date and time shown on Section A. All proposals, however delivered, must be complete and timely. Offerors are reminded that courier, overnight, and express mailings are subject to x-ray by Capitol Police and may delay arrival by as much as six hours. Delays caused by such security screening will not be considered the fault of the House.

L.4 HC.12.005 DELIVERY OF PROPOSALS - FAX & E-MAIL OCTOBER 2001

The House will **NOT** accept facsimile proposals and e-mail proposals by the time and date specified in Section A. Late proposals may not be accepted by the CO.

Proposals may be withdrawn by fax or e-mail received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals". Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.5 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered, unless it is received before award is made, and it:

- (a) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must be mailed by the 15th), or
- (b) Was sent by mail and it is determined by the House that the late receipt was due solely to mishandling by the House, or
- (c) Was sent by the U.S. Postal Service Express Mail Next Day Service - Post Office to addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. federal holidays, or

(2) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

(3) The only acceptable evidence to establish the date of mailing of a late proposal or revision sent by either the U.S. Postal Service Registered or Certified Mail is the U.S. postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(4) The only acceptable evidence to establish the time of receipt by the CAO is the time/date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the CAO.

(5) The only acceptable evidence to establish the date of mailing of late offer, revision, or withdrawal sent by Express Mail Next Day Service - Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service - Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

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(6) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

L.6 HC.12.007 **ACKNOWLEDGEMENT OF AMENDMENTS TO SOLICITATIONS** JULY 2001

Offerors shall acknowledge receipt of any amendments to this solicitation requiring bi-lateral signature;

- (1) by signing and returning the amendment,
- (2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or
- (3) by letter or telegram if authorized, The contracting officer must receive the acknowledgment by the time specified for receipt of offers.

L.7 HC.12.009 **RESTRICTION ON DISCLOSURE AND USE OF DATA** JULY 2001

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the House except for evaluation purposes, shall:

- (1) Mark the title page with the following legend:

"This proposal or quotation includes data that shall not be disclosed outside the House and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of--or in connection with--the submission of this data, the House shall have the right to duplicate, use, or disclose the data, including cost and pricing data, to the extent provided in the resulting contract. This restriction does not limit the House's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets numbered [insert number(s)]," and

- (2) Mark each sheet of data to be restricted with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

Proposals will be evaluated by applying the criteria stated below. The House will select based on an integrated assessment of the Offeror's Management Approach, Corporate Capabilities/Past Performance, and Cost.

- (1) Actual demonstration of the application - 50%
- (2) Maintenance and Training Documentation - 20%
- (3) Implementation Plan and Timeline - 15%
- (4) Capabilities and Past Experience - 15%
- (5) *Price

The House intends to make one award to the Offerors whose proposals meets the minimum requirements as stated in this RFP. Proposals will be evaluated based on the above evaluation factors.

*The proposal is presumed to represent the Offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the Offeror's understanding of the nature and scope of the work required. It also may reflect on the Offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the Offeror.

1. Risk Assessment. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the offeror's approach. The estimated costs to correct any deficiencies in the offeror's proposal will also be evaluated.

2. Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.

3. Price. Evaluation factors other than price, when combined, are significantly more important than price.

M.2 HC.13.002 CONTRACT AWARD

JULY 2001

a. The House intends to award one contract resulting from this solicitation to the responsible Offeror whose offer conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".

b. The House may:

- (1) reject any or all offers, if such action is in its interest,
- (2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to award one contract without discussion. Therefore, each initial offer should contain the Offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

Section J – Attachments

- Appendix A: Affirmation of Non Disclosure Form – 1 page
- Appendix B: Sample Staffing Plan – 1 page
- Appendix C: Delivery Instructions from United States Capitol Police – 1 page
- Appendix D: HRMS Requirements Document – 4 pages

Affirmation of Non-Disclosure

This statement should be signed by *employees whose positions are created by the Committee on House Administration under the House Employees Position Classification Act that have access to electronic communications services*. This statement should also be signed by personnel contracted to provide electronic communication or consulting services with or to the House at large. This affirmation must be signed prior to commencement of work by such employees. *Copies of the executed oath shall be retained by the employing authority as part of the records of the House.*

I do solemnly swear (or affirm) that I will not disclose any information relating to private or privileged electronic/verbal/written communications received in the course of my service with or to the U.S. House of Representatives, except as authorized by the Committee on House Administration or in accordance with the Rules of the House of Representatives.

Contractor Personnel Name

Title

Signature

Date

Company Name: _____

Contract Number: _____

Program Manager: _____

Place two copies of the acknowledged forms in a sealed envelope with the following words marked on the outside of an envelope "Affirmation of Non-Disclosure Forms" and mail or deliver to the Contracting Officer's Representative. In addition, ensure that the front of the envelope contains the following information:

DATE, CONTRACT NUMBER, COMPANY NAME, and POINT OF CONTACT

Appendix B: Sample Staffing Plan

SAMPLE PROJECT STAFFING TABLE – *For guidance purposes only*

Name	Proposed Position And Labor Category	Proposed Labor Rate	Position Description	Key Non/Key
Name #1	Project Manager	\$100/hr	Overall responsibility of project 6 years PM experience required, etc.	Key
Name #2	Senior Software Engineer	\$150/hr	Designs major NT systems, 10 years min. experience, etc.	Key
Name #3	Systems Analyst	\$80/hr	Evaluates system processes, 5 years min. experience, etc.	Non
Name #4	Technical Writer	\$75/hr	Writes technical manuals, 6 years min. experience, etc.	Key

UNITED STATES CAPITOL POLICE
WASHINGTON, DC 20510 – 7218

Delivery instructions for items sent by national overnight shipper (e.g. FEDEX, UPS, Airborne, and DHL)

All packages must have the recipient's phone number on the shipper's label entered as (202) 226-3440, and the following information on the shipping label or recorded next to the label:

U.S. House of Representatives' Purchase Order/Contract Number: (insert number, mandatory)

Deliver to: (Ultimate recipient's name, office, building, room number, and telephone number, if known).

Delivery instructions for items sent by local shippers:

Effective Monday, June 10, 2002, **All** delivery vehicles en route to the U.S. Capitol Complex, **to include the House Office Buildings**, will be required to proceed to the U.S. Capitol Police Off-Site Delivery Center for inspection prior to making any deliveries.

All delivery vehicles will be required to report to the Off-Site Delivery Center of the U.S. Capitol Police, located at 40 P Street, S.E., for inspection before proceeding to the Capitol Building via the North Barricade on Constitution Avenue, N.E., the loading dock of the Senate Office Building located on D Street, N.E., the loading dock of the Ford House Office Building on Virginia Avenue, S.W., or the Delaware Avenue, S.W. access point for the Rayburn, Longworth, and Cannon House Office Buildings' loading docks.

No deliveries will be accepted unless the vehicles have been processed at the Off-Site Delivery Center. The hours of the Off-Site Delivery Center are 5:00 a.m. to 2:00 p.m., Monday through Friday.

In order to gain access to the loading docks of the Capitol and the House and Senate Office Buildings, you are required to have a letter on file with the United States Capitol Police. The letter must be on company letterhead stationery accompanied by the signature of the owner, president, or manager. Requests for access must be renewed three (3) times per year, April 30, August 31, and December 31, and should contain the following information:

1. Name of Company
2. Name of Drivers/Employees Requiring Access
3. Social Security Number for Each Driver/Employee
4. Date of Birth for Each Driver/Employee
5. Building(s) to be Accessed
6. Company Contact Person and Phone Number

The above information must be provided to:

United States Capitol Police
Operations Division
119 D Street, N.E.
Washington, D.C. 20510-7218
FAX: 202-224-4505

Any questions can be directed to the Operations Division of the United States Capitol Police at 202-224-0908.

APPENDIX D

HRMS REQUIREMENTS DOCUMENT

The requirements for the Office of the Clerk HRMS are listed below. A priority level has been assigned to each requirement that defines Mandatory and Optional features.

- **System Configuration**

The system must have the following compatibility:

Functions	Priority
Windows XP compatible for user interfaces	Mandatory
Future Windows Vista compatible for user interfaces	Mandatory
MS Exchange Server compatible	Mandatory
SQL Server 2000 SP4 compatible for the database	Mandatory
Active Directory compatibility to verify user access	Optional

- **General Functions**

Functions	Priority
The system must provide interface screens that allow HR personnel to enter information for each employee that can be saved, modified, or deleted	Mandatory
The system must provide interface screens that allow HR personnel to create employment records that are used in calculating payroll information that can be saved, modified, or deleted	Mandatory
The system must provide interface screens that allow employees to enter and update personal, contact, and parking information.	Mandatory
The system must provide an electronic timecard that displays employee and employment information that can be modified and printed	Mandatory
The system must provide a way to insert comments for employee and employment information for each employee	Mandatory
The system must track the User ID, date and time when employee, employment, and timecard information is modified	Mandatory
The system must provide the ability to create ad-hoc reports with custom layouts	Mandatory
The system must provide a mechanism to export salary information into a spreadsheet, or provide a module for budget projections	Mandatory
The system must provide a mechanism to import data from legacy systems	Mandatory
The system must provide the ability to create ad-hoc forms and workflows that can be printed or routed for approval or rejection (for creation of personnel action: appointments, terminations, salary adjustments, title changes, reorganizations, merit increases, LWOP, etc.)	Mandatory
The system should provide a module to generate organizational charts	Optional
The system should provide a module for employee performance review workflow and forms	Optional

- **Employee Information**

The system must store the following information for each employee:

Functions	Priority
Employee Name (First, MI, Last), Employee Number, SSN, Mailing Address, and home, work, and blackberry phone numbers	Mandatory
Up to three (3) emergency contacts for each employee. This includes a name, address, phone number and relationship to the employee	Mandatory
Years of Service (Current and Prior)	Mandatory
Longevity Date	Mandatory
Office Name	Mandatory
Security Clearance Information	Mandatory
Parking Information (location and year, make, model, color, state, and license plate for up to 3 vehicles)	Mandatory
The system must send a notice to HR and managers one month before each employee's longevity date	Mandatory

- **Employment Information**

The system must store the following employment information for each employee

Functions	Priority
Position information (level, title, and salary range)	Mandatory
Pay Category (Exempt, Non-Exempt, Belo)	Mandatory
HS Pay scale by level and step	Mandatory
Hire and Termination Dates	Mandatory
<p>Paid Leave (Annual, Administrative, Holiday, and Sick Time). It must also:</p> <p> Increase employee Sick Time by one day per pay period</p> <p> Calculate employee Accrued Annual Leave for each pay period based on years of service:</p> <p> If 0-2 years of service, 1 day is accrued</p> <p> If 3 - 9 years of service, 1.5 days are accrued</p> <p> If 10 or more years of service, 2 days are accrued</p> <p> Track the amount of Paid Leave available per pay period for each employee (Annual, Comp and Sick Leave)</p> <p> Track the amount of leave spent in a calendar year for each employee (Administrative Leave and Belo Release)</p>	Mandatory
Leave without Pay (Belo Release, Other)	Mandatory
Comp time	Mandatory
Salary Adjustments	Mandatory
Lump Sum Payments	Mandatory
The system must allow the user to modify the Accrued Annual Leave rates	Mandatory
The system must provide an interface that allows the user to move a select number of days from one employee's Annual Leave to another employee's sick time. If the donating employee does not have enough days to donate, it should warn the user and cancel the action	Mandatory
The system must also notify HR and Office Managers when an employee's Accrued Annual Leave rate is changed	Mandatory

- **Electronic Timecard**

The system must provide an automated monthly timecard for each employee that:

Functions	Priority
Displays the Employee Name, Hire Date, Employee Number, Office, Prior Federal Service, and Annual Leave Accrual rate in the header	Mandatory
Displays a calendar month, allows the user to enter hours worked or administrative hours for each day in a calendar month and calculates the total for that day	Mandatory
Allows the user to enter Holiday hours for each day in a calendar month, but does not include the hours in the daily total	Mandatory
Allows the user to enter Sick Leave hours for each day in a calendar month, but is not included the weekly hours worked total	Mandatory
Allows the user to enter Annual Leave hours for each day in a calendar month, but is not included the weekly hours worked total	Mandatory
Allows the user to enter Comp Time hours for each day in a calendar month, but is not included the weekly hours worked total	Mandatory
Allows the user to enter Belo Release hours for each day in a calendar month, but does not include the hours in the daily total	Mandatory
Adds the daily totals from Sunday to Saturday to create a weekly hours worked total for each pay period	Mandatory
Calculates overtime for each week based on pay category: If the pay category is Exempt, the employee cannot be paid for overtime If the pay category is Non-Exempt, the employee is paid for overtime after 40 hours. If the pay category is Belo, the employee is paid for overtime after 48 hours Calculates comp time for each week based on the pay category. If the pay category is Belo and the overtime is more than 12 hours in a work week, the balance becomes comp time at time and a half (hrs x 1.5)	Mandatory
Calculates the total hours spent for Annual Leave, Sick Leave, Administrative Leave, Comp Time, and Belo Release	Mandatory
Displays available accrued Annual Leave from the previous pay period, adds new accrued leave, subtracts spent Annual Leave for the current pay period, and displays the balance	Mandatory
Displays available accrued Sick Leave from the previous pay period, adds new accrued leave, subtracts spent Sick leave for the current pay period, and displays the balance	Mandatory
Displays available Comp Time from the previous pay period, adds new accrued time, subtracts spent Comp Time for the current pay period, and displays the balance	Mandatory
Displays Annual Leave donated and Sick Leave received for the pay period	Mandatory
Tracks pay periods by calendar month. If the 5th week ends before Saturday, the time entries are carried over and displayed in the 1st week of the next pay period	Mandatory
Allows the user to print the timecard for hardcopy signature	Mandatory
The system must provide a mechanism to lock time cards so that users cannot edit them after the pay period has been processed. HR may continue to edit if needed	Mandatory

- **Reports**

The system must provide the following reports:

Functions	Priority
Yearly reports that display paid leave, comp and overtime, by pay period for each employee	Mandatory
Yearly reports that display hours worked by pay period for each employee	Mandatory
Yearly reports that display overtime and comp time by pay period for each employee	Mandatory
Emergency Contact information for each employee grouped by office, sorted by last name alpha	Mandatory

- **User Interfaces**

The system must provide the following reports:

Functions	Priority
The system must provide a web-based UI for employees and office managers	Mandatory
The system must provide a client application for HR personnel	Mandatory
The system must allow HR to create roles for users and provide access to forms and data based on the assigned role	Mandatory